
1C

Action

Executive Committee

Approval of the Commission's 2008 Meeting Schedule

Executive Summary: The Committee will consider and recommend to the full Commission a schedule of meetings for 2008.

Recommended Action: To approve a schedule of meetings for 2008.

Presenter: Cheryl Hickey, Consultant, Executive Office.

Strategic Plan Goal: 1

Promote educational excellence through the preparation and certification of professional educators

- ◆ Sustain high quality standards for the preparation of professional educators.
- ◆ Assess and monitor the efficacy of the Accreditation System, Examination System, and State and Federal Funded Programs.

June 2007

Approval of the Commission's 2008 Meeting Schedule

Introduction

Each year at the May or June meeting, the Commission reviews and approves its proposed meeting dates for the following year. This item is presented in two parts. Part I presents two possible schedules for 2008 for consideration by the Executive Committee. Part II presents a proposal for the Commission to conduct two meetings in Southern California in 2008.

Background

Last year, the Commission originally adopted a 6 2-day meeting schedule for 2007. At the request of stakeholders, the Commission considered increasing the frequency of its meetings once it was determined that the fiscal condition of the Commission could support additional meetings. To that end, the Commission modified its 2007 meeting schedule by adding 2 additional meeting dates while reducing two of the two-day meetings to one-day meetings. The result was that the Commission's meeting schedule for 2007 includes 4 2-day meetings and 4 1-day meetings.

Part I. Proposed Schedule for 2008

In developing a proposed schedule for consideration by the Committee, staff first discussed the preferences of the Commission Chair in terms of numbers and duration of meetings. The Commission Chair expressed support for continuing the Commission's current model of 4 2-day and 4 1-day meetings for the 2008 schedule. Additionally, with respect to two-day meetings, the Chair expressed his preference for full day meetings on the first day of the two day meeting, and his desire to strive to end by 1:00 p.m. on the second day whenever possible.

In determining the proposed schedules each year, the Commission staff attempts to maximize attendance by all members. As such, the Commission staff considers the following:

- All state holidays
- Major religious holidays
- The timing of spring break for most K-12 and higher education institutions
- The meeting dates of the Committee of Credentials, which meets during the third week of each month.
- Several major conferences such as California Council on Teacher Education, American Educational Research Association, and American Association of Colleges for Teacher Education

In addition, to attempt to accommodate the K-12 community as much as possible, the Commission staff tries to avoid periods of time that would make it difficult for teachers and administrators appointed to the Commission to participate in Commission meetings. This is a difficult task given the varying schedules of K-12 schools. However, the major time periods staff does its best to consider are:

- The beginning of the traditional school year and the time of year that includes Back-To-School Night. Based upon feedback received in previous years, this time frame ranges from mid-August to late September. As a result, neither proposed schedules include a September date.
- Mid June, when many schools are completing their school year or conducting finals.

In addition, April and May dates are difficult for the K-12 community due to the number of examinations given to K-12 students during this time period. While the Commission staff is cognizant of these examination pressures, it would be unlikely that the development of any schedule would eliminate these conflicts entirely.

Additionally, in urging the Commission to consider more frequent meetings in 2007, stakeholders also noted that it would be helpful to hold Commission meetings at more “regular” times during the year, such as during a particular week or days each month. Stakeholders claimed that a more regular meeting schedule would assist them in their own personal planning and scheduling.

And finally, Commission staff tries, to the extent possible, to allow sufficient time between meetings to ensure that staff is able to collect the required information, hold appropriate stakeholder meetings, and develop high quality agenda items that will facilitate the work of the Commission.

Given the above considerations, Commission staff proposes the following possible Commission meeting schedule.

Schedule A	Days of the Week
January 30-February 1	Thursday, Friday
March 13	Thursday
April 24-25	Thursday, Friday
May 29	Thursday
July 10	Thursday
August 14-15	Thursday, Friday
October 2	Thursday
December 11-12	Thursday, Friday

While the above Schedule A attempts to “regularize” the meetings to some extent, by holding them on all Thursdays and Fridays, the proposed plan below, Schedule B, builds upon that concept by scheduling meetings at a common time in the month that they are held. Schedule B below proposes that the Commission hold its Commission meetings on the Thursday and Friday of the first *full* week each month.

Schedule B	Days of the Week
February 7-8	Thursday, Friday
March 6	Thursday
April 10-11	Thursday, Friday
June 5	Thursday
August 7-8	Thursday, Friday
October 9	Thursday
November 6	Thursday
December 11-12	Thursday, Friday

Adopting Schedule B would allow individuals the opportunity to plan their schedules more efficiently. However, it also makes it more difficult to adjust when conflicts arise. For instance, in the plan above, the March meeting date conflicts with the dates for the California Council on Teacher Education. In moving to a regularized schedule, it would be important to recognize that conflicts would sometimes result. It is important to note that as long as the membership on the Commission remains steady and vacancies are minimal, the Commission's business should not be slowed due to any absences that result from potential conflicts.

Recommendation

The Executive Director and Senior staff has determined that both the proposed calendars meet the workload needs, goals, and objectives of the Commission. The Commission's budget for 2007-08 will support the proposed meeting schedules. The proposed dates in both Schedule A and Schedule B have been reviewed to ensure that they provide sufficient opportunity for a thorough review of policy issues by both the Commission and all stakeholders.

As such, the Commission staff has no preference in the two proposed schedules. Either one of them would allow for consideration of all the factors above.

Part II.

Off-Site Meetings

The Chair of the Commission has suggested that the Commission attempt to meet off-site for two of the four two-day meetings. Staff has determined that this proposal is financially feasible should the Commission wish to pursue it.

Recommendation

Because most Commission meetings are held in Sacramento, staff proposes that two of the two-day meetings scheduled for 2008 be held in Southern California. Depending on the schedule adopted by the Commission, staff recommends that the following locations be approved:

April 2008	-	Riverside, California
August 2008	-	San Diego, California